



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

VIDEO PRODUCTION SPECIALIST AIDE	Class No. 002301
VIDEO PRODUCTION SPECIALIST I	Class No. 002317
VIDEO PRODUCTION SPECIALIST II	Class No. 002318
VIDEO PRODUCTION SPECIALIST III	Class No. 002397

■ CLASSIFICATION PURPOSE

To plan, direct, develop, schedule, and coordinate video production projects and in-house projects as well as cable casting to the public; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Video Production Specialist Aide and the Video Production Specialist I, II, III are classes allocated only to the Department of Media and Public Relations. The Video Production Specialist class series is responsible for producing broadcast and cablecast quality productions in both live and produced settings. This may include expertise in one or more of these areas: video photography, editing, reporting, producing, and graphic design. Incumbents report to the Program and Production Manager.

Video Production Specialist Aide:

Video Production Specialist Aide is the entry level and a paraprofessional classification associated with the Video Production Specialist series. Under immediate supervision, incumbents are assigned the less difficult video production work and assist the Video Production Specialist I, II, and III classes on video production projects.

Video Production Specialist I:

This is the first working level in the professional Video Production Specialist class series. Under general supervision, incumbents work independently on less difficult video productions and work cooperatively with higher classes on more complex projects. Incumbents are expected to assume responsibility for progressively more complex productions with increased independence.

Video Production Specialist II:

This is the journey level in the professional Video Production Specialist class series. Under general supervision, incumbents are responsible for completing video productions that include Board of Supervisor meetings, directing studio, field productions and in house conferences. Incumbents assume responsibility for most aspects of production (i.e., videography, editing, writing, lighting, audio, technical support and graphics).

Video Production Specialist III:

This is the lead level in the professional Video Production Specialist class series. Under direction, incumbents provide guidance and leadership to others and act as Executive Producer of regular and special productions.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Video Production Specialist Aide

Essential Functions:

1. Performs the least difficult video production work.
2. Assists the Video Production Specialist I, II, and III classes on video production projects including County Board of Supervisor's (Board) meeting coverage.
3. Serves as the crew and support personnel for all County Television Network (CTN) productions.

4. Duplicates videotapes for County staff and the public.
5. Assists the Program and Production Manager in programming functions for CTN.
5. Provides responsive, high quality service to County employees, representatives of outside agencies, and members of the public by providing accurate, complete, and up-to-date information in a courteous, efficient, and timely manner.

Video Production Specialist I

Essential Functions:

All the functions listed above and

1. Informs citizens and employees of County programs and services through video and cable television technology.
2. Assists in video productions for other County departments and government programming.
3. Assists in the videotaping operations of Board meetings.
4. Assists the Program and Production Manager in programming functions for CTN
5. Oversees playback operations for government programming

Video Production Specialist II

Essential Functions:

All the functions listed above and

1. May direct the video production of Board meetings and other governmental meetings that are cablecast over local television systems.
2. Writes, edits, produces, and/or videotapes the production of department videos and CTN programming.
3. May recommend procurement of television production equipment.
4. Works with Board of Supervisors staff, executives, and others on audio-visual presentations for both televised and non-televised events.

Video Production Specialist III

Essential Functions:

All the functions listed above and

1. Provides guidance and television production training to lower Video Production Specialist classification workers.
2. Supervises field productions of CTN projects.
3. Coordinates and assigns production staff.
4. Acts as producer and/or on-air talent for department videos, and programming on CTN.
5. Schedules and supervises crew and post-production of final projects.
6. Supervises research and writing for CTN projects.
7. Assists in the design, development, and production of new programming for CTN.
8. Develops and produces stories for CTN.

■ KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

The following apply to all classes:

- Video production techniques and procedures.
- Technical terms of video production.

- Routine video and audio equipment maintenance and minor repairs.
- Fire and safety precautions necessary during the operation of video equipment.
- Personal computers and computer systems.
- Work records, logs, and report preparation and maintenance.
- The General Management System in principle and in practice.
- County customer service objectives and strategies.

Video Production Specialist II (in addition to the above):

- Advanced video production and public meeting direction techniques.

Video Production Specialist III (in addition to the above):

- Training and lead work principles and practices.

Skills and Abilities to:

The following apply to all classes:

- Analyze situations, and develop and/or recommend solutions to video production problems.
- Produce work products using computer equipment.
- Communicate effectively orally and in writing.
- Establish effective working relationships with management, employees, employee representatives, and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies, and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure the customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

Video Production Specialist III (in addition to the above):

- Provide technical guidance and training to subordinate workers.
- Coordinate, schedule, and produce work in both timely and cost effective manner.
- Develop and implement production quality control procedures.
- Research, recommend, and apply new state-of-the-art telecommunications technology and methods.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills, and abilities listed above. Examples of qualifying education/experience are:

Video Production Specialist Aide:

1. Experience in one or more of these areas: video photography, editing, reporting, producing or graphic design for the television industry. A bachelor's degree from an accredited college or university in telecommunications or a closely related field is desirable.

Video Production Specialist I:

1. A bachelor's degree from an accredited college or university in telecommunications or a closely related field, OR
2. Two (2) years of full-time, professional experience in one or more of these areas: video photography, editing, reporting, producing or graphic design for the television industry.
3. Three (3) years of experience as a Video Production Specialist Aide in the County of San Diego

Video Production Specialist II:

1. Three (3) years of full-time, professional experience in one or more of these areas: video photography, editing, reporting, producing or graphic design for the television industry, OR
2. A bachelor's degree from an accredited college or university in telecommunications or a closely related field, AND, one (1) year of full-time, professional experience in one or more of the areas listed above.

Video Production Specialist III:

1. Two (2) years of experience as Video Production Specialist II in the County of San Diego, OR
2. A bachelor's degree from an accredited college or university in telecommunications or a closely related field, AND, five (5) years of full-time, professional experience in one or more of these areas: video photography, editing, reporting, producing or graphic design for the television industry.

Note: Four (4) years of video production, broadcast, programming, and/or related work experience may be substituted for the educational requirements listed above.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Must be able to lift objects up to 50 pounds. Frequent: sitting, repetitive use of hands, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, grasping, and reaching above and below shoulder level.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Occasional evening and weekend work may be required.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in these classes shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

OFFICIAL CLASS SPECIFICATION

AUTHORIZED SIGNATURE
County of San Diego
Department of Human Resources

Manager _____

Analyst _____

Date _____

New: September 22, 1998

Revised: May 18, 2001

Reviewed: Spring 2003

Revised: June 8, 2004

Revised: March 29, 2005

Video Production Specialist Aide (Class No. 002301)

Video Production Specialist I (Class No. 002317)

Video Production Specialist II (Class No. 002318)

Video Production Specialist III (Class No. 002397)

Union Code: PS

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Variable Entry: Y

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